

Professional and Managerial Branch  
Water Utilities Administration Group  
Superintendent Series

**EPWU WASTEWATER PLANT SUPERINTENDENT**

3/04 (AIS)

**General Purpose**

Under direction, manage overall wastewater treatment plant operations and maintenance activities of an assigned plant through subordinate supervisors.

**Typical Duties**

Coordinate, ongoing and long term planned operations and maintenance of a wastewater treatment plant. Oversee collecting, testing and analysis of sewage samples. Analyze effectiveness of sewage treatment processes and recommend improvements for operational efficiency. Confer with engineers on improvements to sewage treatment plant efficiency. Plan and implement preventive maintenance programs. Evaluate plant performance. Ensure permit discharge limits are within compliance levels. Prepare test procedures and waste specifications for chemicals and materials utilized in the process. Ensure compliance with federal, state and local health rules and regulations.

Administer expenditure of appropriated funds. Involves: Prepare and submit annual budget for plant operation and maintenance. Recommend purchase of equipment and provide justification. Research and prepare specifications for equipment, machines, parts and supplies to prepare quotes. Prepare requisitions for supplies, materials and equipment. Maintain inventory and requisitioning supplies.

Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, if assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor, prepare and maintain reports. Represent department to educate and advise schools, community groups, civic groups and international groups on wastewater treatment plant processes.

**Knowledge, Abilities and Skills**

- Considerable knowledge of wastewater treatment facility equipment, operation and maintenance.
- Considerable knowledge of sewage treatment and sludge processing, and related safe working practices.
- Considerable knowledge of wastewater treatment chemistry.
- Good knowledge of federal, state and local health regulations and Water Utility policy and procedures.
- Good knowledge of supervisory techniques, and safety work conduct and attendance standards.
- Ability to interpret federal, state and City laws, rules and regulations related to wastewater treatment.
- Ability to supervise, train, and evaluate assigned personnel.
- Ability to impartially enforce safe working practices and procedures, standards of conduct and work attendance.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies, and the public.
- Ability to analyze and prepare specifications for plant improvement.
- Ability to maintain records and prepare reports.
- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.

***Other Job Characteristics***

- Frequent exposure to moving machinery and equipment, chemicals, fumes, unpleasant odors and materials common to the treatment and operation of a wastewater treatment plant and laboratory.
- Frequent exposure to adverse weather conditions.
- Frequent climbing of ladders.
- Frequent driving through City traffic.
- Occasional lifting and carrying of moderate weight objects (up to 50 pounds).

***Minimum Qualifications***

Education and Experience: Equivalent to a high school diploma or General Education Development (GED), plus eight (8) years wastewater treatment plant operations and maintenance experience, including three (3) years at the level of Wastewater Plant Assistant Superintendent.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state.
- Texas Commission on Environmental Quality (TCEQ) Class "A" Wastewater Certificate of Competency by time of appointment.

Special Requirements:

- Subject to on-call during non-working hours and mandatory recall during water utility emergency operations.

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Human Resources Director

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Department Head